

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 7, 2003

PERSONNEL LETTER # 03-015
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **EMPLOYMENT HISTORY (EH) MASS UPDATE - PERSONAL LEAVE PROGRAM FOR CIVIL SERVICE BARGAINING UNITS 01, 04, 09, 10, 11, 14, 15, 17, 20, AND 21**

The Department of Personnel Administration (DPA) has reached agreements with several bargaining units which require employees to participate in a Personal Leave Program (PLP). The program specifies that an employee's base salary be reduced by 5% in exchange for the equivalent of one day of personal leave credit. See DPA Personnel Management Liaison Memorandum 2003-041 for further information.

Implementation of the Personal Leave Program pay reduction will be achieved via the PLP differential earnings id: 8PLP. See DPA Pay Letter 03-14 for further information.

After the close of business October 7, 2003, the State Controller's Office will process the first of three EH mass updates to add the PLP differential earnings id: 8PLP to employees' EH records. This first update will include rank and file employees with CBIDs of E01, E04, E09, E10, E11, E14, E15, E17, E20, E21, R01, R04, R09, R10, R11, R14, R15, R17, R20, and R21. The Personal Leave Program for these employees is effective October 1, 2003. The other two EH mass updates will occur at a later date and Personnel Letters will be issued regarding the updates.

The EH 350 transaction with a 10/01/03 effective date will result from the mass update. Turnaround PARs will be issued after the last EH mass update is run for the month. Departments can resume EH keying for the above employees starting on October 8, 2003. Your cooperation and assistance in adhering to the keying restriction was appreciated.

Departments will also be responsible for ensuring the PLP differential earnings id: 8PLP is reflected, as appropriate, on transactions key entered on/after October 8, 2003. Failure to do so could result in overpayments.

Employees in the Limited Examination and Appointment Program (LEAP) Candidate classification (class code 4687) were included in the mass update. Departments are responsible for determining if LEAP employees are subject to the PLP. If a LEAP employee is performing the duties of a parallel classification that is not subject to the PLP, void the 350 transaction resulting from the mass update.

Existing EH System restrictions only allow three established earnings id (EIDs) on an employee's EH records. For employees with three EIDs, one of the EIDs will be deleted and replaced with the PLP differential EID: 8PLP. For the small number of impacted employees, Form PSD 40, Notification of Correction/Cancellation of PAR Transaction(s), will be sent to departments identifying the affected employees and deleted EID. Effective with the October 2003 pay period, departments will need to pay the deleted EID manually via the PIP System process. See PPM Sections G100 and K for processing information.

A Personnel Letter with further information and detailed processing instructions on the Personal Leave Program will be issued in the near future. Likewise, a Leave Letter will be issued providing CLAS information and processes for the personal leave credits.

Questions regarding the PLP and above processing information can be directed to the following staff:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
PLP Program	Julie Chapman, DPA	(916) 324-9420 or JulieChapman@dpa.ca.gov
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500
JRH:LMS:PMAB		